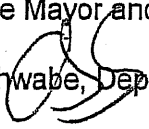
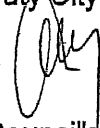


**CITY OF SUNNYVALE
OFFICE OF THE CITY MANAGER**

Interoffice Memorandum

TO: The Honorable Mayor and City Council Members

FROM: Charles J. Schwabe, Deputy City Manager 

THROUGH: Amy Chan, City Manager 

SUBJECT: Staff Responses to City Council's Information Requests and
Motions at Special City Council Meetings

DATE: April 13, 2004

COPIES: Executive Leadership Team members

The City Council requested additional information and made several motions during the three special meetings held in March 2004 to begin setting priorities for City services and revising service levels. This memo summarizes these requests and lists the responses that staff has prepared. Copies of staff responses are included with the materials for the April 17, 2004 special City Council meeting.

**Information Request or
Council Motion**

Staff Response

- | | |
|---|---|
| 1. Information regarding the type(s) of customers serviced and the number of people using City services. | Information provided on revised worksheets included in Section 1 (green sheets) and in Section 2 (blue sheets) in this binder. |
| 2. Reallocate all rental rates for Public Safety Department services. | Costs reallocated on revised worksheets included in Section 1 (green sheets) and in Section 2 (blue sheets) in this binder. |
| 3. Prepare and return to Council options and costs to increase staffing for traffic services to one supervisor and five traffic officers. | Budget supplement for the Community Safety Services program in the amount of \$386,132, and cover memo from Public Safety Department. |

- | | |
|--|---|
| 4. Prepare and return to Council options and costs to increase staffing for crime prevention and neighborhood resource office services to one supervisor and five neighborhood resource officers. | Budget supplement for the Community Safety Services program in the amount of \$195,511, and cover memo from Public Safety Department. |
| 5. Divide DPS Service #49 into two service groups: one for recruitment and selection of public safety offices and a second for background investigations. | Information provided on revised worksheets included in Section 1 (green sheets) and in Section 2 (blue sheets) in this binder. |
| 6. Prepare and return to Council options and costs to increase staffing for the investigation services for fire and hazardous materials. | This cost increase (\$145,941) was included in the preliminary, unbalanced annual budget for next year, based on Council's policy direction at the March 30, 2004 regular meeting in approving the submittal of a Waste Tire Enforcement Grant application. |
| 7. Direct staff to develop and return to Council the costs for restoring all City park water treatments to the service level prior to last year's budget reductions, and to provide monthly costs for operating all park water treatments. | Ornamental water treatment cost information from the Parks and Recreation Department. |
| 8. Information for the type(s) of customers, the number of requests made, and the number of people using economic and demographic data, and GIS information. | Memo from the Community Development Department |
| 9. Information regarding the status of replacing full time permanent positions with casual, temporary positions by department. | Results of department survey conducted by the Human Resources Department. |
| 10. Information on the total number and amount of worker's compensation claims paid by the City annually for the last five years. | Spread sheet from the Human Resources Department |

11. Request to install a sign regarding permitted parking after 6:00 PM at the Multi-Modal Transit Station Center.

Signs installed, as per email on March 31, 2004.

12. Information on the projected additional charge to all water utility customers in order for the City to resume sewer laterals services.

This information will be provided to Council as part of 2004/2005 Utility Rates Report to Council that Council will consider on April 20, 2004.

13. Information regarding the costs to operate pilot program for low emission vehicles.

Memo from Public Works Department

An additional request was made for staff to determine the cost of preparing items #1 and #8. There was insufficient time to develop the cost estimate, report it to Council, and then to prepare the additional information prior to the April 17, 2004 special meeting.

CITY OF SUNNYVALE
Program Budget Increase for FY 2004/2005

PROGRAM: 483 Community Safety Services
 An increase of two Public Safety Officers assigned to motorcycle traffic enforcement.

TOTAL PROPOSED PROGRAM INCREASE \$386,132

CURRENT		PROPOSED	
PROGRAM			
CURRENT PROGRAM OUTCOME STATEMENT		PROPOSED PROGRAM OUTCOME STATEMENT	
Provide specialized services which promote a safe environment for neighborhoods, businesses and schools through specialized traffic enforcement, emergency preparedness, animal services and crime prevention.		No Change	
PROGRAM OUTCOME MEASURES			
CURRENT MEASURES	NO.	PROPOSED MEASURE	NO.
1. Of the traffic citations issued by the Traffic Safety and Enforcement Unit, 60% of the citations issued will align with the five highest accident locations in Sunnyvale as identified quarterly.	60.0%	1. Of the traffic citations issued by the Traffic Safety and Enforcement Unit, 60% of the citations issued will align with the five highest accident locations in Sunnyvale as identified quarterly.	No Change
2. Community complaints resulting in specialized enforcement will be initiated within three business days 95% of the time.	95.0%	2. Community complaints resulting in specialized enforcement will be initiated within three business days 95% of the time.	No Change
3. Primary cause factor(s) of major accidents will be determined within 30 days 90% of the time.	90.0%	3. Primary cause factor(s) of major accidents will be determined within 30 days 90% of the time.	No Change
4. Taxi cab inspections will be completed within one business day of request 95% of the time.	95.0%	4. Taxi cab inspections will be completed within one business day of request 95% of the time.	No Change
5. All State and Department mandated training will be completed by 100% of employees on an annual basis.	100.0%	5. All State and Department mandated training will be completed by 100% of employees on an annual basis.	No Change
PROGRAM FISCAL IMPACT			
TOTAL CURRENT PROGRAM BUDGET	\$3,700,609	TOTAL PROPOSED PROGRAM BUDGET	\$4,086,741
		PERCENT INCREASE	10.43%

CITY OF SUNNYVALE
Program Budget Increase for FY 2004/2005

PROGRAM: 483 Community Safety Services
 An increase of one Public Safety Officer in the Crime Prevention Unit.


TOTAL PROPOSED PROGRAM INCREASE: \$195,511

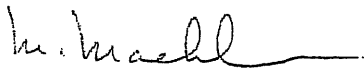
CURRENT		PROPOSED	
PROGRAM			
CURRENT PROGRAM OUTCOME STATEMENT		PROPOSED PROGRAM OUTCOME STATEMENT	
Provide specialized services which promote a safe environment for neighborhoods, businesses and schools through specialized traffic enforcement, emergency preparedness, animal services and crime prevention.		No Change	
PROGRAM OUTCOME MEASURES			
CURRENT MEASURES	NO.	PROPOSED MEASURE	NO.
1. Neighborhood related complaints are responded to within three business days 95% of the time.	95.0%	1. Neighborhood related complaints are responded to within one business days 95% of the time.	95.0%
2. Requests for presentations by neighborhood groups are conducted 85% of the time.	85.0%	2. Requests for presentations by neighborhood groups are conducted 85% of the time.	No Change
3. School related complaints are responded to within three business days 95% of the time.	95.0%	3. School related complaints are responded to within three business days 95% of the time.	No Change
4. Requests for presentation by school groups are conducted 85% of the time.	85.0%	4. Requests for presentation by school groups are conducted 85% of the time.	No Change
5. Business related complaints are responded to within three business days 95% of the time.	95.0%	5. Business related complaints are responded to within three business days 95% of the time.	No Change
7. Scheduled course related to Juvenile Services will be provided 90% of the time.	90.0%	7. Scheduled course related to Juvenile Services will be provided 90% of the time.	No Change
11. All State and Department mandated training will be completed by 100% of the employees on an annual basis.	100.0%	11. All State and Department mandated training will be completed by 100% of the employees on an annual basis.	No Change
PROGRAM FISCAL IMPACT			
TOTAL CURRENT PROGRAM BUDGET	\$3,700,609	TOTAL PROPOSED PROGRAM BUDGET	\$3,896,120
		PERCENT INCREASE	5.28%

**CITY OF SUNNYVALE
PUBLIC SAFETY DEPARTMENT**

Interoffice Memorandum

TO: Amy Chan, City Manager

FROM: Captain Mark Stivers, Public Safety Department 

THROUGH: Michael Maehler, Acting Director 

SUBJECT: Potential Public Safety Department Service Level Increases

DATE: April 13, 2004

The City Council is requesting cost information in order to consider increasing service levels for Traffic Services and Crime Prevention/Neighborhood Resource Officer services. The intent of the service level changes would be to restore staffing levels for these services to pre-FY 2003/2004 budget reduction levels.

For traffic services, this would require adding two public safety officer positions that would be assigned to motorcycle traffic enforcement. The unit would be comprised of one supervisor and five public safety officers. For Crime Prevention and Neighborhood Resource Officer services, this would require adding one public safety officer position that would be assigned as a Neighborhood Resource Officer.

If approved by Council and included in the FY 2004/2005 annual budget, this additional funding would increase service levels for the following Public Safety Department activities:

Program: Community Safety Services

Service Delivery Plan: Traffic Safety and Enforcement

Activity/Work Hours/Products (Currently Proposed for FY 04/05):

1. Provide Traffic Safety Enforcement activity

- Work hours=2550
- Products=4000

2. A Response for Specialized Enforcement activity

- Work hours=2000
- Products=2600

3. Investigate Major Accidents activity

- Work hours=500
- Products=25

4. Assist Patrol Field Operations activity

- Work hours=1200
- Products=3300

5. Provide Court and Ancillary Duties activity

- Work hours=300
- Products=200

6. Employee Training activity

- Work hours=900
- Products=900

7. Rental Rates=\$15,351.00

Activity/Work Hours/Products (Service Level Increase including existing proposed):

1. Provide Traffic Safety Enforcement activity

- Work hours=3816
- Products=6000

2. A Response for Specialized Enforcement activity

- Work hours=3000
- Products=3900

3. Investigate Major Accidents activity

- Work hours=766
- Products=25

4. Assist Patrol Field Operations activity

- Work hours=1936
- Products=4950

5. Provide Court and Ancillary Duties activity

- Work hours=432
- Products=100

6. Employee Training activity

- Work hours=1300
- Products=1300

7. Rental Rates=\$25,585.00 (two additional motorcycles)

Program: Community Safety Services

Service Delivery Plan: Crime Prevention

Activity/Work Hours/Products (Current Proposed for FY 04/05):

1. Provide Specialized Services to Neighborhoods activity

- Work Hours=4808*
- Products=3000

2. Provide Specialized Services to Schools activity

- Work Hours=4563*
- Products=2000

3. Provide Specialized Services to Businesses activity

- Work Hours=2994*
- Products=1200

4. Provide Juvenile Probation Services activity

- Work Hours=1850*
- Products=10

5. Assist Patrol Operations activity

- Work Hours=600
- Products=1000

6. Juvenile Diversion-Columbia Center activity

- Work Hours=140
- Products=1500

7. Neighborhood Safety-Columbia Center activity

- Work Hours=326
- Products=1500

8. Employee Training activity

- Work Hours=600
- Products=600

(Note * indicates activity includes civilian staff hours such as Community Service Officer, Staff Office Assistant, Crime Prevention Assistant. All other activity are sworn staff, lieutenant and PSO hours.)

Activity/Work Hours/Products (Service Level Increase Including Existing Proposed):

1. Provide Specialized Services to Neighborhoods activity

- Work Hours=5420*
- Products=3750

2. Provide Specialized Services to Schools activity

- Work Hours=5277*
- Products=2500

3. Provide Specialized Services to Businesses activity

- Work Hours=3194*
- Products=1500

4. Provide Juvenile Probation Services activity

- Work Hours=1862*
- Products=10

5. Assist Patrol Operations activity

- Work Hours=725
- Products=1120

6. Juvenile Diversion-Columbia Center activity

- Work Hours=175
- Products=1500

7. Neighborhood Safety-Columbia Center activity

- Work Hours=408
- Products=1500

8. Employee Training activity

- Work Hours=720
- Products=720

9. Rental Rates=\$19,919

(Note * indicates activity includes civilian staff hours such as Community Service Officer, Staff Office Assistant, Crime Prevention Assistant. All other activity are only sworn staff, lieutenant and PSO hours.)

ORNAMENTAL WATER FEATURES **("DIRECT COSTS" PER YEAR and MONTH)**

SCENARIO 1 - Total "Direct Costs" to restore Ornamental Water Features to pre-July 1, 2003 levels.

Per fiscal year (12 months for Braly Park, Las Palmas Park, Community Center), (7 months for Serra Park)

		(One-time water cost to re-fill)	
BRALY	\$ 6,014	BRALY	\$ 151
SERRA	\$ 8,266	SERRA	\$ 151
LAS PALMAS	\$ 33,807	LAS PALMAS	\$ 906
COM. CENTER	\$ 36,129	COM. CENTER	\$ -
	<u>\$ 84,216</u>		<u>\$ 1,208</u>

Currently Filled

SCENARIO 2 - Total "Direct Costs" per month for all Ornamental Water Features. Plus, additional yearly, Fill, Drain/Clean costs if the features are not filled continuously.

BRALY					
	Labor/Materials	Water	Electric		TOTAL
JULY	\$ 292	\$ 122	\$ 191	\$	\$ 605
AUGUST	\$ 185	\$ 53	\$ 191	\$	\$ 429
SEPT	\$ 175	\$ 54	\$ 191	\$	\$ 420
OCT	\$ 193	\$ 68	\$ 191	\$	\$ 452
NOV	\$ 361	\$ 62	\$ 191	\$	\$ 614
DEC	\$ 211	\$ 89	\$ 191	\$	\$ 491
JAN	\$ 172	\$ 55	\$ 191	\$	\$ 418
FEB	\$ 185	\$ 37	\$ 191	\$	\$ 413
MAR	\$ 370	\$ 106	\$ 191	\$	\$ 667
APR	\$ 367	\$ 86	\$ 191	\$	\$ 644
MAY	\$ 172	\$ 79	\$ 191	\$	\$ 442
JUNE	\$ 194	\$ 31	\$ 191	\$	\$ 416
	<u>\$ 2,877</u>	<u>\$ 842</u>	<u>\$ 2,295</u>		<u>\$ 6,014</u>
		Cost to Fill, Drain/Clean			<u>\$ 1,185</u>
					<u>\$ 7,199</u>

SERRA					
	Labor/Materials	Water	Electric		TOTAL
JULY	\$ 539	\$ 445	\$ 394	\$	\$ 1,378
AUGUST	\$ 341	\$ 327	\$ 394	\$	\$ 1,062
SEPT	\$ 318	\$ 340	\$ 394	\$	\$ 1,052
OCT	\$ 349	\$ 304	\$ 394	\$	\$ 1,047
NOV		\$ -		\$	\$ -
DEC		\$ -		\$	\$ -
JAN		\$ -		\$	\$ -
FEB		\$ -		\$	\$ -
MAR		\$ -		\$	\$ -
APR	\$ 666	\$ 385	\$ 394	\$	\$ 1,445
MAY	\$ 315	\$ 424	\$ 394	\$	\$ 1,133
JUNE	\$ 350	\$ 405	\$ 394	\$	\$ 1,149
	<u>\$ 2,878</u>	<u>\$ 2,630</u>	<u>\$ 2,758</u>		<u>\$ 8,266</u>
		Cost to Fill, Drain/Clean			<u>(1)</u>
					<u>\$ 8,266</u>

LAS PALMAS					
	Labor/Materials	Water	Electric		TOTAL
JULY	\$ 1,750	\$ 1,570	\$ 358	\$	\$ 3,678
AUGUST	\$ 1,108	\$ 1,348	\$ 358	\$	\$ 2,814
SEPT	\$ 1,051	\$ 1,202	\$ 358	\$	\$ 2,611
OCT	\$ 1,157	\$ 1,419	\$ 358	\$	\$ 2,934
NOV	\$ 2,166	\$ 1,232	\$ 358	\$	\$ 3,756
DEC	\$ 1,265	\$ 949	\$ 358	\$	\$ 2,572
JAN	\$ 1,034	\$ 768	\$ 358	\$	\$ 2,160
FEB	\$ 1,112	\$ 586	\$ 358	\$	\$ 2,056
MAR	\$ 2,217	\$ 532	\$ 358	\$	\$ 3,107
APR	\$ 2,201	\$ 618	\$ 358	\$	\$ 3,177
MAY	\$ 1,034	\$ 542	\$ 358	\$	\$ 1,934
JUNE	\$ 1,164	\$ 1,482	\$ 358	\$	\$ 3,004
	<u>\$ 17,259</u>	<u>\$ 12,248</u>	<u>\$ 4,300</u>		<u>\$ 33,807</u>
		Cost to Fill, Drain/Clean			<u>\$ 4,785</u>
					<u>\$ 38,592</u>

COMMUNITY CENTER					
	Labor/Materials	Water	Electric (2)		TOTAL
JULY	\$ 2,916	\$ 1,340	N/A	\$	\$ 4,256
AUGUST	\$ 1,847	\$ 1,639	N/A	\$	\$ 3,486
SEPT	\$ 1,752	\$ 672	N/A	\$	\$ 2,424
OCT	\$ 1,929	\$ 706	N/A	\$	\$ 2,635
NOV	\$ 3,610	\$ 281	N/A	\$	\$ 3,891
DEC	\$ 2,109	\$ 249	N/A	\$	\$ 2,358
JAN	\$ 1,724	\$ 218	N/A	\$	\$ 1,942
FEB	\$ 1,853	\$ 179	N/A	\$	\$ 2,032
MAR	\$ 3,696	\$ 328	N/A	\$	\$ 4,024
APR	\$ 3,668	\$ 557	N/A	\$	\$ 4,225
MAY	\$ 1,724	\$ 414	N/A	\$	\$ 2,138
JUNE	\$ 1,940	\$ 778	N/A	\$	\$ 2,718
	<u>\$ 28,768</u>	<u>\$ 7,361</u>	<u>N/A</u>		<u>\$ 36,129</u>
		Cost to Fill, Drain/Clean			<u>\$ 5,821</u>
					<u>\$ 41,950</u>

NOTES:

(1) - Costs for filling, draining and cleaning are included in the yearly/monthly costs.

(2) - The electricity for the Community Center pond is budgeted in Program 769 - Facilities Management (Estimated at \$19,463 per year).

SUNNYVALE

California

DATE: April 8, 2004
TO: Robert Paternoster, Director of Community Development
FROM: Trudi Ryan, Planning Officer
SUBJECT: Follow up on Service Worksheets (Council meeting of March 20, 2004)

At the April 8, 2004 Council meeting, Councilmember Fowler requested additional information about the active populations served for 3 of the information management activities in the Community Planning program.

Item 15. Prepare and Update Economic and Demographic Data. This service is the preparation of "profiles" of the community that are used by businesses, developers and other interested parties. The types of profiles include a monthly update on development activity. This update has a standard mailing list of approximately 30 people (and is added to on a regular basis). It is also posted on the city's web site. Staff does not have statistics on the number of users of the web site. Last year staff prepared a series of profiles of shopping centers (listing businesses). These profiles were shared with retailers looking for suitable shopping center; they were also available to residents/shoppers from the Chamber of Commerce. This year staff is preparing information about the demographics of the community and the character of businesses. These profiles will be available in both printed and web-based formats. Populations served was estimated at 1,000-5,000.

Item 16. Use and Maintenance of Geographic Information System. This service includes preparation of maps and provision of data from the system as well as the update of certain information in SunGIS. On an annual basis data reports and maps are produced at the request of other agencies (e.g. ABAG, MTC, etc.) and groups (Silicon Valley Manufacturing Group, developers) and city staff. This activity is distinct from Intergovernmental Support (Services 10 and 11) in that Intergovernmental activities are designed to communicate the city position on policy to other agencies whereas this activity is a specific request for specific data from other agencies/groups. Staff population includes those staff members that use SunGIS and rely on the integrity of the land use data (this data is distinct from the permit tracking

activities that are recorded) and staff that request a data report or map for an activity in their own division.


Item 17. Information Management Administration. This administration service is one of three administrative service areas associated with the Planning Division. This service area represents the portion (approximately 11%) of planning administration associated with the information management Service Delivery Plan (SDP) within the Community Planning Budget. The population served number has been revised to indicate 1.5 employees. The employees are equivalents, based on the number of hours budgeted to the SDP.



City of Sunnyvale
Department of Human Resources

MEMORANDUM

TO: Amy Chan, City Manager

FROM: Mark Gregersen, Director of Human Resources 

DATE: April 9, 2004

SUBJECT: Council Information Request Regarding Replacing Regular Employees with Casual/Temporary Employees

Attached is a chart that summarizes the results of a survey that we conducted of all departments regarding their use of casual/seasonal/temporary employees.

No department indicates that they are using casual/seasonal/temporary employees to replace positions that were eliminated as a result of budget reductions. However, a number of departments indicated that they are using casual/seasonal/temporary employees to fill currently vacant budgeted positions. This is consistent with our practice of maintaining vacancies when possible to provide flexibility for addressing possible additional position eliminations and to provide options for future redeployments that may become necessary.

Attachment

Cc: ELT

City of Sunnyvale
Survey Results Regarding Use of Temporary Employees

Departments	Do you employ temporary employees?	Funded by budgeted Casual Hours	Temporary employees filling f/t positions that were eliminated	Temporary employees backfilling budgeted f/t vacant positions
Community Development	Yes	Yes	No	No
Office of City Attorney*	Yes	Yes	No	Yes
Office of City Manager	Yes	No	No	Yes
Finance	Yes	Yes	No	Yes
Human Resources	Yes	Yes	No	No
Information Technology	No	N/A	No	N/A
Library	Yes	No	No	Yes
Parks & Recreation	Yes	Yes	No	No
Public Safety	Yes	Yes	No	Yes
Public Works	Yes	Yes	No	Yes

This survey does not include P/T positions or Provisional appointments.

*pending verification by Department Director

City of Sunnyvale	
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Paid Claims with injury dates in each Fiscal Year from 98-99 to 02-03	
98-99	100
99-00	100
00-01	100
01-02	100
02-03	100

[illegible][illegible]

2002-2003

Amount paid	# of claims
-------------	-------------

[illegible][illegible][illegible]

From: Marvin Rose
To: Chan, Amy
Date: 3/31/04 4:36PM
Subject: Fwd: Posting Sign - Free Parking After Hours at Caltrain

Attached is an e-mail with pictures showing the new parking signs in the public Right-of-Way for the after 6:00 PM and weekend parking at the Multi-Modal Parking Garage. You may recall that this item came up at the March 20th budget review meeting and I said that I would look into the possibility of installing signs.

You may want to pass this along to the City Council.

CC: Uribe, Christina

**CITY OF SUNNYVALE
DEPARTMENT OF PUBLIC WORKS
MEMORANDUM**

March 26, 2004



To: City Council
From: Director of Public Works *[Signature]*
Through: City Manager *[Signature]*
Subject: Alternative Fuel Vehicles

The purpose of this memorandum is to respond to Councilmember Fowler's question from the March 20, 2004 City Council meeting about the cost-efficiency of the City of Sunnyvale alternative fuel vehicle fleet. Before answering the specific question, staff provides additional information that may be helpful.

Background

The Sunnyvale City Council approved the City of Sunnyvale Alternative Fuels Project in 1994 for the purpose of introducing low-emission vehicles into the City's fleet and reducing the City's dependence on foreign oil products.

Sunnyvale's action in 1994 was in line with a national movement to promote alternative fuel vehicle use with "Demonstration Projects" using government and utility fleets. Grant funding made available by federal, state and local environmental agencies generally offset the funding of these demonstration projects.

The project conforms to the Clean Air Sub-Element of the General Plan:

- 3.7C.4: *Reduce emissions from City of Sunnyvale fleet vehicles; and*
- 3.7C.4b: *The City will evaluate the development and implementation of a program to introduce and expand the use of alternative, cleaner fuels in its fleet of vehicles*

Further, the project is consistent with the City Council resolution introduced in April 2003 (RTC 03-128, copy attached), that supports clean fuel vehicles as a priority for the City of Sunnyvale fleet.

Discussion

Alternative fuels power 42 of our 262 "on-road" vehicles:

- 27 compressed natural gas (CNG) trucks and vans
- 6 CNG sedans
- 5 electric vehicles
- 1 CNG street sweeping machine
- 3 Hybrid gasoline/electric sedans

Grant funding reduced the City's cost for these vehicles.

This brings the total clean-air fleet to 42 or 16% of the city passenger car/truck fleet. In addition, we also operate 10 pieces of equipment powered by alternative fuels:

- 6 electric carts
- 2 forklifts
- 1 electric lawn mower
- 1 solar powered light board

This equipment was purchased to meet specific needs including noise and indoor air quality issues.

Staff has steadily introduced alternative fuel vehicles into the city fleet over the past ten years. Since factory equipped clean air vehicles were not available ten years ago, the first wave of clean air vehicles was gasoline to CNG conversions. While these vehicles had lower emissions than their gasoline powered counterparts, fuel usage was high and reliability was relatively low. However, as the various car manufacturers introduced clean air vehicles into the marketplace, technology evolved and for the most part fuel usage improved and alternative fuel vehicles became just as reliable as gasoline-powered vehicles.

Staff learned early on that while alternative fuel vehicle fuel consumption was comparatively high, alternative fuel vehicles are appropriate for certain applications, i.e., mail delivery, building inspectors, certain parks and public works route trucks. Toward that end, staff has done its best to strategically place these vehicles where driving range is not a critical issue. Overall, our experience with alternative fuel vehicles has been good. As far as cost is concerned, the two factors to consider are capital cost and operating cost.

Capital Cost

Alternative fuel vehicles cost more than their gasoline or diesel powered counterparts. Up to this point however, almost all additional costs for the Sunnyvale fleet have been offset by grant funds. The majority of grant funding originates with the Bay Area Air Quality Management District (BAAQMD), often

in partnership with the Valley Transportation Authority (VTA). Other sources include the California Air Resources Board and California Energy Commission.

Examples include:

Type of Vehicle	Additional Cost	Average Grant Fund Offset
CNG Pickup Truck	\$6,000	\$5,000
CNG Passenger Car	\$5,000	\$5,000
Electric Vehicle	n/a	These vehicles are leased for three years @ \$6,000/year - grant funding pays 50% of lease fee.
Hybrid Vehicle	\$2,000	\$1,000
CNG Street Sweeper	\$30,000	\$15,000

Operating Cost

Overall operating cost is fuel dependent. The cost to maintain the majority of Sunnyvale alternative fuel vehicles is about the same as gasoline powered vehicles. Preventive maintenance intervals and incidence of corrective repair is similar. At this point in time, due to record-high gasoline prices and lower CNG prices, it is slightly less expensive to operate the majority of the alternative fuel fleet. This balance will constantly switch as the cost of these commodities rise and fall. The one exception is the CNG powered street sweeping machine that has been in service for nearly five years. This vehicle has had a high incidence of CNG system breakdown and downtime. Other local municipalities (Palo Alto, Union City) have had similar experience and have incurred high cost and downtime. Up to this point, we have been able to contain cost by taking advantage of a five-year power train warranty that also covers the CNG system. However, with the warranty expiring in November 2004, staff will recommend replacement of this vehicle with a more reliable diesel powered unit.

Along with capital and operating cost, staff also considers a host of other issues to satisfy our obligation to reduce emissions and dependence on foreign oil by selective use of alternative fuel vehicles. Some of these issues include:

Issue	Gasoline/Diesel Powered Vehicles	Alternative Fuel Vehicles
Emissions	Constantly improving	Pollute less than the most efficient gasoline/diesel vehicles
CITY Driving Range/Fuel Economy	An average city pickup truck travels about 250 miles per tankful and averages 12 m.p.g.	An average CNG powered pickup truck travels about 100 miles per fill averaging 8 m.p.g. Electric vehicles travel about 100 miles on an 8-hour charge.

Issue	Gasoline/Diesel Powered Vehicles	Alternative Fuel Vehicles
Fuel Cost	Average cost of fuel to city is now \$1.25/gallon – this is an all time high.	Average price of CNG at the ‘motor fuel’ rate has declined over the past year. Electric charging costs are minimal, less than \$5.00 for a full recharge.
Perception of Safety	Generally accepted as a safe mode of transportation	Alternative fuel vehicles undergo similar safety tests as conventional vehicles and have proven to be safe.
Fueling Infrastructure	Fueling facilities readily available	Very limited infrastructure – CNG and electric fuel stations generally require extensive installation effort. (The City has built its own CNG refueling facility.)
Product, Parts and Service Availability	Well established – plentiful	Manufacturers are leaning toward hybrid technology; product support for light trucks is good and marginal for heavy duty applications.
Performance	Newer vehicles have excellent “drivability” and power	Newer vehicles have excellent “drivability” and power

Staff believes that it has adhered to past direction from City Council and has done its best to reduce air pollution and dependence on foreign oil in a cost effective manner.



April 22, 2003

**SUBJECT: Resolution to Support Clean Fuel Vehicles as a Priority
for the City of Sunnyvale Fleet****REPORT IN BRIEF**

The City of Sunnyvale has received a request from the American Lung Association of Santa Clara County to adopt a Clean Fuel Vehicle Resolution for the City of Sunnyvale fleet. The policy would propose that when feasible the City would identify and give preference in its vehicle procurement to the acquisition of the lowest emission vehicles available, practical, and reasonably cost competitive for a given application. The policy also encourages the use of grant funding, when available, to help such vehicles become reasonably cost competitive. Public safety and emergency vehicles shall be exempt from this policy.

Staff believes that such a resolution is consistent with the current policy and practices of the City of Sunnyvale. The City already considers zero/low emission and alternative fuel vehicles when purchasing any new fleet vehicle, especially if grant funding is available. In addition, staff believes that the adoption of this policy resolution will strengthen the City's competitiveness in applying for future grant funds which may be made available to purchase low and zero emission vehicles. Therefore staff recommends that City Council adopt the Clean Fuel Vehicle Resolution.

BACKGROUND

The City of Sunnyvale has received a request from the American Lung Association of Santa Clara County to adopt a Clean Vehicle Resolution for the City of Sunnyvale fleet. The resolution proposes that when feasible the City would identify and give preference in its vehicle procurement to the acquisition of the lowest emission vehicles available, practical, and reasonably cost competitive for a given application. The policy also encourages the use of grant funding, when available, to help such vehicles become reasonably cost competitive. Public safety and emergency vehicles shall be exempt from this policy.

The American Lung Association has conducted research concluding that air pollution contributes to lung and other types of cancer and respiratory tract infections, exacerbates asthma, and worsens chronic bronchitis and emphysema. Gasoline and diesel-powered vehicles contribute to 60 percent of the smog forming pollutants in California. Through the Clean Vehicle Resolution, the American Lung Association believes that cities can play a significant role in

reducing mobile source pollution because they are significant users of vehicles and equipment, and regularly purchase such. In addition, City fleets are uniquely positioned to utilize clean fuel vehicles because of access to central refueling stations and high levels of short trips.

Staff believes that such a resolution is consistent with the current policy and practices of the City of Sunnyvale. The City already considers zero/low emission and alternative fuel vehicles when purchasing any new fleet vehicle, especially if grant funding is available. In addition, staff believes that the adoption of this policy resolution will strengthen the City's competitiveness in applying for future grant funds which may be made available to purchase low and zero emission vehicles.

EXISTING POLICY

The following documents contain policy direction on this issue:

Air Quality Element C.4: Reduce emissions from City of Sunnyvale fleet vehicles.

Air Quality Element C.4.b: The City will evaluate the development and implementation of a program to introduce and expand the use of alternative, cleaner fuels in its fleet of vehicles.

DISCUSSION

The City already considers zero/low emission and alternative fuel vehicles when purchasing any new fleet vehicle, especially if grant funding is available. The City currently owns and operates five electric vehicles, twenty-nine natural gas vehicles, and three gas/electric hybrid vehicles. Further, five additional natural gas vehicles are scheduled for delivery within the next few months. The resulting total of forty-two alternative fuel vehicles represents 14% of the licensed motor vehicle fleet owned and operated by the City of Sunnyvale. In addition, the City also owns and operates one piece of solar powered equipment and eight pieces of electric powered equipment.

The majority of these vehicles were purchased through a variety of grants provided by the Bay Area Air Quality Management District Transportation Fund for Clean Air. The grants help public agencies acquire low emission, alternative fuel vehicles. Mayor Julia Miller sits on the Board of Directors for the Bay Area Air Quality Management District.

A wide variety of low emission vehicles in many applications are now available from many manufacturers. However, because of changing state policy regarding manufacturer requirements, it is uncertain what types of vehicles will be available in the future and at what cost. It may become more difficult and expensive to acquire low emission vehicles in the future. For this reason, no numerical requirements regarding the number of low emission vehicles and/or the percent of vehicle emissions reduced have been included in the resolution. The resolution

proposes that when feasible the City would identify and give preference in its vehicle procurement to the acquisition of the lowest emission vehicles available, practical, and reasonably cost competitive for a given application; or where funding is available to assure that such vehicles are reasonably cost competitive. Staff believes that such a resolution is consistent with the current policy and practices of the City of Sunnyvale.

PUBLIC CONTACT

Public contact was made through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City's web page, and the availability of the report in the Library and the City Clerk's Office.

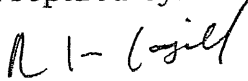
ALTERNATIVES

1. Adopt City of Sunnyvale Clean Vehicle Resolution.
2. Do not adopt City of Sunnyvale Clean Vehicle Resolution.
3. Adopt City of Sunnyvale Clean Vehicle Resolution with modifications.

RECOMMENDATION

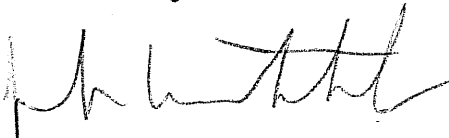
Staff recommends Alternative #1.

Prepared by:



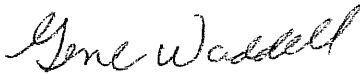
Dieckmann Cogill
Transportation Planner

Reviewed by:



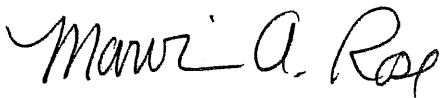
Jack Witthaus
Transportation and Traffic Manager

Reviewed by:



Gene Waddell
Fleet Manager

Reviewed by:



Marvin A. Rose
Director, Public Works

Approved by:



Robert S. LaSala
City Manager

Attachments

A. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE
SUPPORTING A PREFERENCE FOR THE ACQUISITION OF LOW
EMISSION VEHICLES**

Whereas, the majority of California's air pollution comes from mobile sources, such as cars, trucks, and buses; and

Whereas, conventional gasoline-powered cars degrade with use and become serious sources of pollution. As our population grows, the gains we have made in cleaning our air will inevitably erode; and

Whereas, "upstream emissions" from gasoline, including those from refineries and from diesel trucks delivering the fuel are significant contributors to unhealthy air; and

Whereas, a wide variety of low emission vehicles in many applications are now available from many manufacturers in ultra-low emission (ULEV), super-ultra-low-emission (SULEV), and zero-emission (ZEV) configurations. Some are powered by gasoline, some natural gas, some hybrid electrics, and some are battery-powered electrics; and

Whereas, zero emission vehicles can assure clean air now and for many decades to come. Despite limited availability, ZEV s have received rave reviews from fleet operators, and have lower operating costs than conventional vehicles; and

Whereas, reducing air pollution is a shared responsibility, requiring the participation of all communities and their community members; and

Whereas, cities can and should play a significant role since they are significant users of vehicles and equipment, and regularly purchase such. Cities are uniquely positioned to utilize clean fuel vehicles because of access to central refueling stations and because of relatively short travel distances; and

Whereas, as public institutions cities have a responsibility to serve the public interest and avoid creating air pollution themselves whenever possible; and

Whereas, cities can and should lead by example so that residents and businesses will also willingly participate in clean air programs; and

Whereas, significant incentive funding is now available through local Air Districts and the California Air Resources Board for cities to acquire ULEVs, SULEVs, and ZEVs. In addition, cities are provided special funding each year through AB 2766 funds that can only be spent on reducing air pollution; and

Whereas, many cities have leased or purchased ULEVs, SULEVs, and ZEVs and use them in their fleets on a day-to-day basis. Their experience has been uniformly positive; and

Whereas, some cities have shown special leadership and have adopted procurement policies that give preference to the cleanest available vehicles suitable for each application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sunnyvale that it shall identify and give preference in its vehicle procurement to the acquisition of the lowest emission vehicles available, practical and reasonably cost competitive for a given application or where funding is available to assure that such vehicles are reasonably cost competitive. Public safety and emergency vehicles shall be exempt from this policy.

Adopted by the City Council at a regular meeting held on _____, 2003, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED:

City Clerk

Mayor

(SEAL)